

IMS INSTRUCTOR GUIDE

TRADITIONAL CLASSROOM

COMPUTER LOG-IN

1. Locate the classroom computer or laptop.
2. Wake up the computer.
3. Enter provided computer login (NetID & password).
4. Laptops will join the TAMU_WiFi network.

SMART PODIUM OR WACOM WRITING (IF APPLICABLE)

Note: Interactive monitors have a tethered stylus/pen, if applicable. Not all rooms have an interactive monitor, and some may have multiple monitors. However, if applicable, only one monitor is interactive.

1. Smart Podiums or Wacom Tablets may not be available in all non-traditional classrooms.
2. Locate the pen.
3. Move the pen across the screen.
4. The computer mouse symbol on the screen should follow the pen.
5. Smart Podiums:
 - a. Find and select the Calibrate button on the top right portion of the monitor screen.
 - b. Follow the pop-up instructions.
 - c. Make sure to calibrate your pen.
 - d. Open Smart Notebook.
 - e. Open created files or start a new file.
 - i. Note: Files are in Smart Notebook format only.
 - f. Test the ability to change ink colors using the Smart Podium buttons on top of the monitor. The same function may be performed within Smart Notebook.
6. Wacom Board:
 - a. You may open up Wacom Tools, via the start menu, to calibrate the pen.
 - b. Open OneNote.
 - c. Log in using your NetID and Duo two-factor authentication.
 - d. Open an existing notebook or start a new notebook.
 - e. Test the ink by changing colors on the OneNote toolbar.
 - f. Make sure to sync/save your notebook changes often to prevent losing progress.

TOUCH PANEL

1. If the touch panel is dark, simply tap the screen to wake it up.
2. To turn the system on, tap the "On" button on the left, unless prompted to touch anywhere to start.
3. There is a help/contact button at the top of the touch panel with our contact information should you need any assistance.
4. You can adjust the room volume with the up and down arrows on the bottom right and mute/unmute with the icon next to the volume bar.

5. You can select the source you want to display on the projector from the middle of the touch panel, you may need to tap "Select Source" to see the list of options.
6. The "PC" source will show the podium computer screen.
 - a. Note: If the projector screen is showing something different than the podium computer, press the "Windows" key and the "P" key on the keyboard at the same time to bring up a menu and make sure "Duplicate" is selected.
7. The "HDMI" and "VGA" source will show your device if it is plugged into the HDMI or VGA connections located inside a recessed cubby on the top of the podium. Note: Not all rooms will have VGA.
8. The "DocCam" source will show the document camera if you wanted to show something on a piece of paper.
9. The "Blank" source will show just a blank screen so that you can hide your display from the class if you wanted to do something privately.
 - a. Note: This does not turn off the projector, please turn off the projector via the "Power Off" button at the end of class.
10. If you know that there will not be another class after yours, please turn the system off by, tapping the "Off" button and tapping "Yes" if there is a confirmation prompt.



Figure A.

SOUND AND MICROPHONE ADJUSTMENT

1. Locate the lapel microphone inside podium drawer or on top of the podium.
2. Check batteries by switching microphone "On" and clipping to belt.
 - a. Note: Microphone may be powered on by toggling a switch on top portion of belt pack.
 - b. Note: Other microphones may be powered on by opening battery compartment and holding the power button.
3. Place lapel microphone about 4-6 finger widths below your chin and clip onto your shirt.
4. Test sound by speaking in a normal voice and slowly adjusting volume up in [Figure B](#) identified by red arrow.
 - a. Note: If feedback is noticed please dial volume down a few ticks. Note: Make sure volume is not muted.
5. Repeat Step 4 for computer or laptop volume.



Figure B.

ZOOM WEB CONFERENCING - IMS ROOMS ONLY

1. Log in to the room's classroom computer.
2. Hit the windows logo, type "Zoom" and search for application. *Figure C, Figure D.*

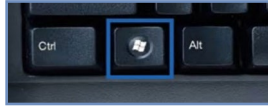


Figure C.

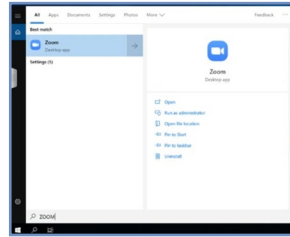


Figure D.

3. Click "Sign in with SSO" and type in the domain "tamu" when prompted (tamu.zoom.us). *Figure E, Figure F.*

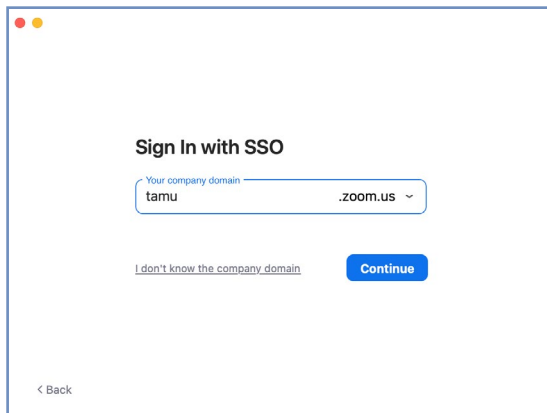


Figure E.

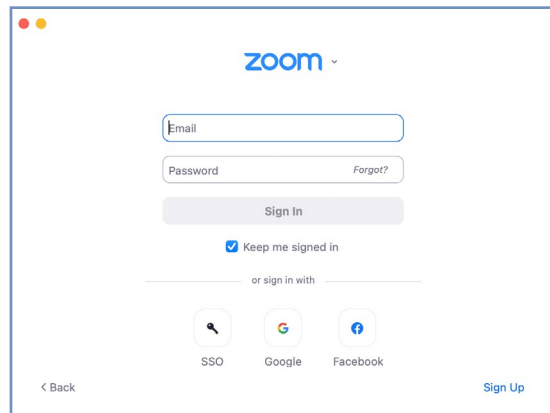


Figure F.

4. Log in with your NetID login and wait for the Duo two-factor authentication prompt, if applicable.
5. Zoom should relaunch logged in. If not, launch manually using step 2. *Figure G.*

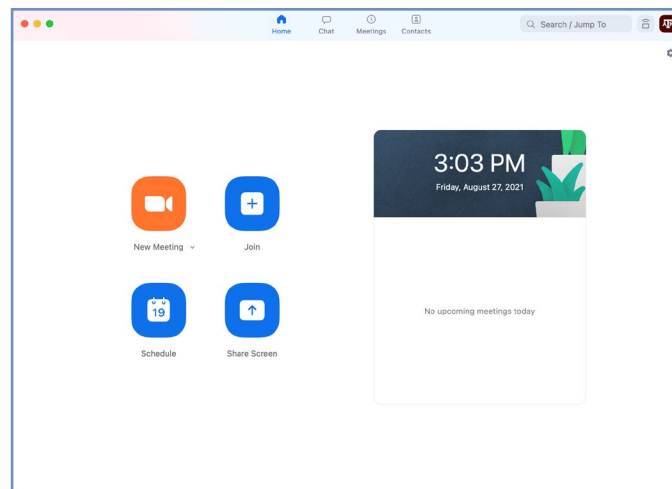


Figure G.

6. Who is hosting the meeting?
 - a. You:
 - i. Click the “New Meeting” drop-down and select your options.
 - ii. Click “New Meeting.”

OR

 - iii. If you have created the meeting in your Zoom account using the tamu.zoom.us link, you can click the Meetings tab on the top, find the meeting, and click start. *Figure H.*

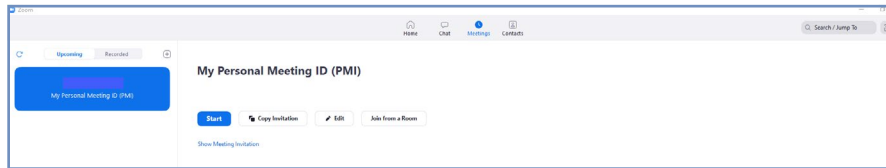


Figure H.

- b. Someone Else:
 - i. Click “Join a meeting.”
 - ii. Enter the meeting ID and join the meeting.
7. A dialog box will pop up asking you how you want to connect audio.
 - a. Computer Audio (recommended):
 - i. Click “Test Speaker and Microphone.”
 - ii. Select the correct speaker (normally DVX, SVSI, MediaPort, or Speakerphone) from the drop-down and make sure your volume is up on the computer.
 - iii. Select the correct microphone (normally echo-cancellation speakerphone or MediaPort) and make sure your voice is coming through.
 - iv. Click the “Join with computer audio” button two times.
 - b. Open OneNote.
 - i. Call the displayed number
 - ii. When prompted, enter the meeting ID and participant ID provided in the dialog box.
8. By default, the in-room camera is shared to the participants. Camera choices vary per room and are available from the video dropdown menu as follows: OneLink Bridge, Mediaport, AverCam. Elmo. OneLink Bridge, MediaPort, and USB Capture HDMI are recommended where applicable?
 - a. Note: Some rooms have multiple cameras and you will need to cycle through cameras to identify your preferred choice.
 - b. Note: Non-traditional rooms will have an available handheld TV-type remote to pan, tilt, or zoom the room’s camera.
9. To record your lecture or presentation, press the record button on the bottom of the screen and select “Record to the Cloud.”
10. This will record your audio and selected video source for later use. When you are finished with the lecture press the “Stop Recording” button on either the bottom row or in the top left corner. When you stop the recording, Zoom will automatically send you an email when the file is
11. ready for use.
12. When your meeting is over, hit “End Meeting” in the bottom-right corner of the screen.
13. When you receive the email that your recording is ready, click the link in the email to
14. be taken to your list of recordings. There you can download the recording to use and upload to Canvas. The file is available for viewing in the MP4 format.

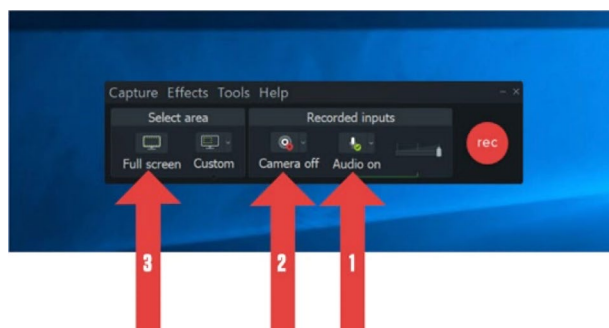


Figure I.

RECORDING DURING THE LECTURE

1. All rooms have Camtasia and TechSmith Relay installed on the podium computer to allow you to record your classroom lecture.
2. Go to the Start menu, [Figure J](#), of the classroom computer, located at the lower-bottom left corner of the screen.



Figure J.

3. Select the “Camtasia Recorder 2020” program.
4. Wait for the Camtasia recorder to launch.
5. Set up Audio:
 - a. Choose your microphone device: Line In/OneLink Bridge.
6. Set up Camera:
 - a. Choose your camera’s device OneLink Bridge.
 - i. Note: Hover with the mouse cursor over camera to get larger preview.
7. Set up Recording Area:
 - a. Choose full screen capture to allow for the whole screen to be recorded.
8. Set up File > Output options:
 - a. Choose Tools > Options.
 - b. Adjust “Temporary Folder” to C:\Videos\“Username” on Open Access Lab Computers.
 - i. Note: Your username is usually your NetID.
 - c. Adjust “File Options” to C:\Videos\“Username” on Open Access Lab Computers.
 - i. Note: Your Username is usually Netid.
 - d. See [Figure K](#).
9. Hit record to ensure it’s working and wait for countdown.
10. Once you have finished recording hit F10 to stop recording or choose stop from “Camtasia Recorder” menu bar.
11. Continue to import your recording into Camtasia
12. Click File > Save as, and save the video as a Camtasia project file.

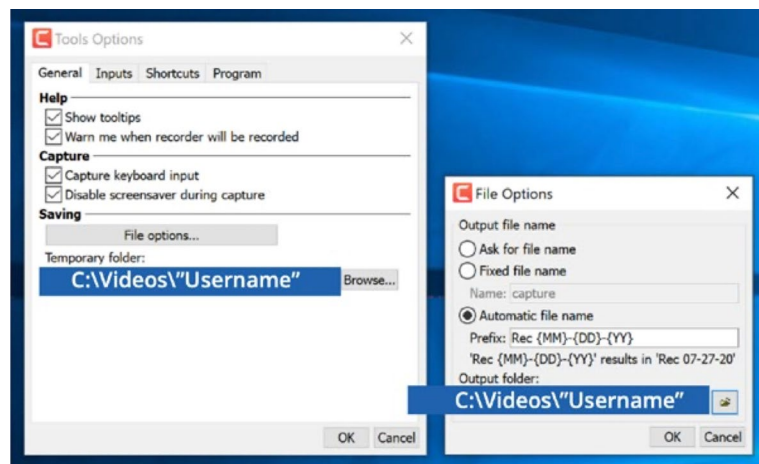


Figure K.

NEED MORE HELP?

EMAIL : AIHELP@TAMU.EDU

PHONE : (979) 458-3417